

**Department of the Army  
Headquarters, United States Army Criminal Investigation Command  
27130 Telegraph Road, Quantico, Virginia, 22134**

**CID Regulation 385-1**

**1 Mar 2009\***

**Command Safety Office**

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**COMMAND SAFETY PROGRAM**

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**FOR THE COMMANDER:**

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**History.** CIDR 385-1 was originally developed in 1996 and revised on 1 July 2002, 1 November 2007, 1 Mar 2009, and 30 Jun 2011.

**Summary.** This regulation prescribes policies, responsibilities, and procedures for the development, implementation, and evaluation of USACIDC safety programs.

**Applicability.** This regulation applies to USACIDC Active, Reserve (USAR), and National Guard (ARNG) Soldiers, and Department of the Army Civilian (DAC) personnel.

**Supplementation.** Supplementation is permitted by subordinate organizations when implementing their own safety programs. Forward a copy of supplements to USACIDC HQ, (CISP-SA).

**Suggested Improvements.** The proponent of this regulation is the Deputy Chief of Staff for Support, HQ, USACIDC. Send comments, suggested improvements, and reports of broken links directly to Commander, USACIDC (CISP-SA), 27130 Telegraph Road, Quantico, VA 22134, or email: [CID Safety](#).

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**NOTE:** This regulation is divided into individual chapters, each independent of the other. It is intended for best use in its electronic form in order to take maximum advantage of hyper linking (all underlined sections of the document) to indicated references, documents, forms and other chapters of the regulation itself. Form links are to both Lotus Forms and PDF versions on the Army Publications website <http://www.apd.army.mil>.

## **CHAPTER 1 - Safety Program**

**1-1. Purpose.** To establish the US Army Criminal Investigation Command (USACIDC) Safety and Occupational Health (SOH) Program.

**1-2. Objective.** Establish USACIDC safety program policies, responsibilities, and procedures to ensure personnel operate in a hazard-controlled environment.

### **1-3. References.**

- a. [AR 385-10, The Army Safety Program, 23 Aug 07 \(RAR 4 Oct 11\).](#)
- b. [DA Pam 385-1, Small Unit Safety Officer/NCO Guide, 10 Nov 08.](#)
- c. [DA Pam 385-10, Army Safety Program, 23 May 08 \(RAR 19 Jan 10\).](#)

### **1-4. Responsibilities.**

a. Commanders, directors, Special Agents-in-Charge (SAC) and Resident Agents-in-Charge (RAC) will:

- (1) Comply with all SOH regulations and guidance applicable to their work.
- (2) Develop and implement a SOH program consisting of at least the following core safety programs: accident investigation and reporting, workplace safety, motor vehicle accident prevention, public/Family/off-duty/recreational safety, safety awards, safety training requirements, and emergency planning and response.
- (3) Implement the following programs when applicable: range safety, explosive safety, tactical safety, radiation safety, force mobilization, and laboratory safety.
- (4) Establish procedures for funding, fixing, and tracking Risk Assessment Code 1 and 2 hazards in the work place on a priority basis.
- (5) Appoint an Additional Duty Safety Officer/NCO (ADSO) to perform required safety and accident prevention functions.

b. The HQ, USACIDC Command Safety Officer (CSO) will:

- (1) Report to the Commanding General (CG), USACIDC, through the G-1, Chief of Staff (CoS), and Deputy Commander (DCO), USACIDC.
- (2) Serve as the principal staff advisor to the CG and staff on SOH issues.

(3) Coordinate safety issues directly with higher headquarters, other Army Commands (ACOM), Army Service Component Commands (ASCC), Direct Reporting Units (DRU), military services, State/Federal agencies, other institutions, and associations.

(4) Coordinate safety issues with the Director of Army Safety (DASAF), the US Army Combat Readiness/Safety Center (USACR/SC) or Army Safety Office (ASO).

(5) Develop command SOH policy. Serve as the principal advisor to the USACIDC Safety and Occupational Health Advisory Council (SOHAC).

(6) Direct accident investigations as necessary.

(7) Review and evaluate USACIDC safety programs.

(8) Maintain staff oversight for all safety issues.

(9) Maintain a USACIDC safety awards program.

(10) Represent USACIDC on all safety issues affecting or involving the command.

c. ADSOs will:

(1) Be appointed on written orders.

(2) Be a commissioned officer or equivalent Department of the Army Civilian (DAC) for battalion level and higher organizations, or a Staff Sergeant (SSG) or higher for units below battalion level.

(3) Have one-year of retainability upon appointment.

(4) Attend ACOM/ASCC sponsored ADSO courses, or take the [on-line ADSO course](#) within 30 days of appointment. To find the course, click on the hyperlink above, which will bring you to the ATRRS web page. Click on "Self Development" in the ATRRS Channels Directory. Put course number or course title 2G-F95\_DL-Additional Duty Safety Course in appropriate search blocks, click Search, then "Register".

d. USACIDC employees will:

(1) Comply with SOH regulations and standards for their job positions.

(2) Comply with all timely accident reporting rules and regulations.

(3) Properly use and maintain issued Protective Clothing and Equipment (PCE).

(4) Report unsafe or unhealthful working conditions to their immediate supervisor.

(5) Military personnel will include performance of accident prevention and occupational health responsibilities as a rating element of Officer Evaluation Reports (OER), and Non-commissioned Officer Evaluation Reports (NCOER).

#### **1-5. Procedures.**

a. The CSO will update the SOH Strategic Plan every 5 years and the SOH Strategic Objectives annually (based on DASAF annual objectives).

(1) **No later than (NLT) 15 August annually**, group commanders, the Director, Defense Forensics Science Center (DFSC), and their ADSOs will assist or provide input to the CSO for the modification/review of the USACIDC SOH objectives.

(2) During preparation for quarterly USACIDC review and analysis (R&A), the CSO will review the plan and develop modification guidance as needed.

(3) **NLT 1 September annually**, the CSO will forward the objectives for review and approval.

(4) The USACIDC subordinate commanders and directors will prioritize their safety and occupational health functions in accordance with (IAW) references [1-3.a. through 1-3.c.](#)

b. The USACIDC safety program measurements and results will be incorporated in command performance review processes.

c. Commanders, directors, SAC and RAC will:

(1) Ensure compliance with required accident prevention procedures and establish necessary additional requirements to ensure the safety of their personnel.

(2) Develop and publish accident prevention programs within the groups, DFSC, and the Headquarters Detachment, (HQ Det), USACIDC. The HQ Det program will encompass operations and personnel assigned to the Crime Records Center (CRC) and HQ, USACIDC directorates.

(3) Establish additional requirements as needed to meet their mission requirements and to ensure the safety of their personnel.

(4) Provide staffing and budget resources necessary to carry out all aspects of this regulation.

(5) When resources are inadequate, designate priorities and acknowledge, in writing, the work that may not be accomplished.

d. The CID offices below battalion level will appoint an ADSO when personnel strength equals 10 or more CID personnel at one location. If several CID units are co-located in the same building space, a single ADSO appointed from the senior unit may serve the SOH requirements of all.

## **CHAPTER 2 – Workplace Safety**

**2-1. Purpose.** To establish policies, responsibilities, and procedures for workplace safety.

**2-2. Objective.** To ensure all USACIDC personnel work in a safe and healthful environment.

### **2-3. References.**

- a. [29 CFR 1960, Program Elements for Federal Employees.](#)
- b. [29 CFR 1910.132, Personal Protective Equipment.](#)
- c. [OWCP CA Pam 810, Injury Compensation for Federal Employees, Jan 99.](#)
- d. [OSHA 3071, Job Hazard Analysis \(rev\), 2002.](#)
- e. [AR 385-10, The Army Safety Program, 23 Aug 07 \(RAR 4 Oct 11\).](#)
- f. [AR 420-1, Army Facilities Management, 12 Feb 08 \(RAR 24 Aug 12\).](#)
- g. [DA Pam 385-10, Army Safety Program, 23 May 08 \(RAR 19 Jan 10\).](#)
- h. [DA Pam 385-16, System Safety Management Guide, 13 Nov 08.](#)

### **2-4. Responsibilities.**

a. Commanders, directors, SAC and RAC will develop local standards for safe practices, Protective Clothing and Equipment (PCE), job hazard analysis (JHA), etc., that comply with Occupational Safety and Health Administration (OSHA) standards and Army Regulations (AR).

b. The CSO/ADSO, in cooperation with the supporting installation/garrison safety offices (ISO), medical treatment facilities (MTF), and Departments of Public Works (DPW), will:

- (1) Coordinate compliance with SOH requirements.
- (2) Use Composite Risk Management (CRM) to integrate SOH, industrial hygiene, and fire safety into all activities.

### **2-5. Procedures.**

a. Safety review of operations and procedures.

(1) The USACIDC units and organizations will coordinate the following with the ISO/CSO:

- (a) Constructing new facilities.

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- (b) Making major modifications to existing facilities.
- (c) Purchasing high dollar-value equipment, especially if it is commercial-off-the-shelf(COTS) equipment which could require a special safety review IAW ref [2-3.h](#).
- (d) Implementing new projects or operations.
- (e) Modifying existing operations.
- (2) Initiate coordination early enough to allow adequate time for necessary reviews.
- (3) The ISO/CSO will assess the physical and personnel safety requirements of the project.
- b. Identifying and correcting unsafe/unhealthful working conditions.
  - (1) Commanders, directors, SAC, and RAC will:
    - (a) Program and resource corrections to Risk Assessment Code 1 and 2 hazards.
    - (b) Account for actual hazard abatement project expenditures.
    - (c) Suspend operations when engineering and management controls are not possible and PCE does not reduce the hazard.
    - (d) Protect personnel from reprisals for exercising lawful OSHA rights.
    - (e) Investigate allegations of reprisal.
  - (2) Supervisors will:
    - (a) Respond to and correct reported hazards.
    - (b) Eliminate exposure to hazards that are not immediately correctable using the following methods, in order:
      - Engineer to eliminate the hazard or to incorporate fail-safe devices.
      - Guard or control the hazard.
      - Limit personnel exposure.
      - Train personnel to avoid the hazard.
      - Provide PCE.
      - Use color-coding and signs.
    - (c) Report the hazard to the supporting CSO/ADSO.

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(3) CSO/ADSO will:

- (a) Investigate hazard reports.
- (b) Assign Risk Assessment Codes.
- (c) Prepare and track Risk Assessment Code 1 and 2 abatement plans if correction cannot be made within 30 days.
- (d) Spot check or sample interim control measures.
- (e) Notify other ACOM or installations, Department of Defense (DoD), or outside agencies, of hazards that are their responsibility to correct.
- (f) Preserve anonymity of those submitting complaints when requested.
- (g) Follow references [2-3.a.](#) and [2-3.e.](#) for imminent danger situation reports.
- (h) Within 10 working days of receipt of a hazard report, provide investigation results to the originator of the report, or interim results if the suspense cannot be met.

(4) Employees will:

- (a) Recognize work area hazards and know appropriate control measures.
- (b) Know their accident prevention rights and responsibilities.
- (c) Know their supervisor, manager, and commander's safety responsibilities.
- (d) Maintain a safe work area and equipment.
- (e) Inspect work areas daily for hazards and make immediate corrections.
- (f) Report hazards to their immediate supervisor or directly to the CSO/ADSO, verbally or in writing, using [DA Form 4755 \(Employee Report of Alleged Unsafe or Unhealthful Working Conditions, Oct 1978\)](#).
- (g) Immediately leave areas of potentially life threatening hazards, ensure other personnel cannot be exposed, and then report the hazard to the supervisor or CSO/ADSO.

c. Federal Employee Compensation Act (FECA) management. The U.S. Army uses the [Defense Injury and Unemployment Compensation System \(DIUCS\)](#), a component of the Office of Workers' Compensation Program (OWCP) and DoD Injury Compensation and

Unemployment Compensation (ICUC) Division to report all on-duty accidents. Specific reporting procedures are included in [Chapter 3](#) of this regulation.

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- (1) Commanders, directors, SAC and RAC will:
    - (a) Identify light or restricted duty assignments to allow employees to return to work as soon as possible.
    - (b) Implement additional programs to reduce FECA losses IAW reference [2-3.c](#).
    - (c) Attend training sessions on FECA and OWCP when offered.
  - (2) CSO/ADSO will:
    - (a) Assist supervisors and employees with the reporting process.
    - (b) Coordinate with supporting ISO to gather accident data for their units.
    - (c) Coordinate for FECA and OWCP training.
  - (3) Employees will:
    - (a) Follow procedures in [Chapter 3](#) of this regulation to report job related injuries/illnesses.
    - (b) Attend training sessions on FECA and OWCP when offered.
- d. Ergonomics: Command emphasis, commitment, and demonstrated visible involvement are imperative to prevent ergonomic hazard injuries and illness.
- (1) Commanders, directors, SAC and RAC will:
    - (a) Identify ergonomic hazards relating to poor equipment design, workstation, or work practices, and control the associated risks.
    - (b) Provide employees with adequate equipment for assigned tasks.
    - (c) Provide employees with information and training to use assigned equipment, consisting of: ergonomic disorder risks, causes, symptoms, prevention, and treatment sources.
    - (d) Encourage early reporting of injuries or symptoms.
    - (e) Ensure facilities and work areas meet "[The Americans with Disabilities Act \(ADA\)](#)" requirements using [United States Access Board \(ABA\) Accessibility Guidelines for Buildings and Facilities \(ADAAG\)](#) criteria.

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(2) CSO/ADSO will:

- (a) Promote the ergonomics program.
- (b) Advise leaders in resolving ergonomic issues.
- (c) Disseminate awareness and training materials.
- (d) Review injury and illness records related to ergonomic problems with the USACIDC Civilian Personnel Office (CPO).
- (e) Develop trend analysis.
- (f) Analyze workstations or work areas when requested by the Civilian Personnel Advisory Center (CPAC), Occupational Health Nurse (OHN), Industrial Hygiene (IH), ISO, or a supervisor.
- (g) Assist in acquiring workstation equipment for personnel identified with work related injuries/disabilities through the [DoD Computer/Electronic Accommodations Program \(CAP\)](#).

(3) Employees will:

- (a) Ensure they understand the information provided.
  - (b) Participate in training.
  - (c) Use equipment correctly.
  - (d) Report to medical personnel for evaluation when ergonomic injury symptoms appear.
- e. Job Hazard Analysis (JHA). The JHA identifies hazards associated with job tasks and establishes controls for those hazards. Similar to [CRM](#), it is only used for routine, repetitive job tasks considered High or Extremely High hazards not already covered by CRM.

(1) Commanders, directors, SAC and RAC will:

- (a) Prepare JHA using reference [2-3.d](#), to prepare JHA for High or Extremely High hazardous tasks associated with the following activities, if not already covered by CRM:
  - Laboratory procedures.
  - Crime scene activities.
  - Potential disabling injury or illness jobs.
  - Jobs requiring written instructions.

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- (b) Involve employees in the JHA process.
- (c) Take immediate action to protect employees from existing hazards that pose an immediate danger to life or health.

(2) CSO/ADSO will:

- (a) Maintain a master file of JHA within the unit.
- (b) Review JHA during Command Inspections/Assistance Visits.
- (c) Provide technical assistance to leadership while developing JHA.

(3) Employees will:

- (a) Participate in JHA preparation.
- (b) Notify supervisors of incorrect or improper analysis.
- (c) Notify supervisors of new hazards in which a JHA would be beneficial.

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## **CHAPTER 3 - Accident Reporting and Investigation.**

**3-1. Purpose.** To establish responsibilities and procedures for USACIDC accident reporting and investigation.

**3-2. Objective.** To properly report all USACIDC accidents and use the resulting accident database to identify trends, initiate corrective action and reduce accidents within the command.

### **3-3. References.**

- a. [AR 385-10, The Army Safety Program, 23 Aug 07 \(RAR 4 Oct 11\).](#)
- b. [DA Pam 385-40, Army Accident Investigation and Reporting, 6 Mar 09 \(RAR 25 Feb 10\).](#)
- c. [DoDI 6055.07, Mishap Notification, Investigation Reporting and Record Keeping, 6 Jun 11.](#)
- d. [29 CFR 1904, Recording and Reporting Occupational Injuries and Illnesses.](#)
- e. [DA Pam 385-16, System Safety Guide, 13 Nov 08.](#)

### **3-4. Responsibilities.**

- a. Commanders, directors, SAC, RAC, and other supervisors will:
  - (1) Report all military on-duty or off-duty accidents and civilian on-duty accidents to the CSO or ADSO.
  - (2) Cooperate with the USACR/SC when a Centralized Accident Investigation-Ground (CAIG) is required.
  - (3) Cooperate with the ISO when an Installation Accident Investigation (IAI) is required.
  - (4) Promptly investigate and initiate corrective actions to prevent recurrence for all other accidents.
  - (5) Complete and submit all required forms, electronic or manual, for each recordable accident within the prescribed timelines.
  - (6) Conduct [Accident Review Boards \(ARB\)](#) for all "at-fault" Government Vehicle (GOV) accidents.

(7) Report hazards discovered that are associated with fielded systems are reported through appropriate channels IAW ref [3-3.e](#).

b. The CSO will:

- (1) Telephonically report all Class A and B accidents to the USACR/SC immediately.
- (2) Review and analyze accident data to identify trends and develop corrective action.
- (3) Forward manually prepared DA Forms 285 to the USACR/SC.
- (4) Brief accident metrics at the quarterly USACIDC command group R&A briefings.
- (5) Add in Quantico MB procedures/requirements.

c. ADSOs will:

- (1) Ensure accidents are reported, investigated, and recorded.
- (2) Establish a notification system to ensure all accidents are promptly reported.
- (3) Promptly inform the CSO of all Class A-C accidents and all accidents involving ammunition, explosives, or pyrotechnics.
- (4) Provide training to supervisors and employees on completing accident reports (DA Form 285/285-AB-R, and CA-1/CA-2/CA-16).
- (5) Review all DA Forms 285/285-AB-R for completeness and accuracy and submit them IAW the timeline in paragraph [3-5.b](#).
- (6) Submit copies of manually completed DA Forms 285 for all on-duty Class A and B accidents NLT 90 days after the date of the accident.
- (7) Maintain a local accident database.
- (8) Analyze accident data to identify accident trends and initiate corrective action.
- (9) Provide accident data from the database to the CSO on request.
- (10) Provide quarterly accident data to the CSO by the second week of October, January, April, and July.

### 3-5. Procedures.

a. Military Personnel Accident Reporting. Immediately notify the CSO of all Class A and B accidents via telephone, (571)305-4119 during duty hours, or the Command Operations Watch Officer (571)305-4600 during non-duty hours. Notify the CSO within 48 hours via phone or email ([CID Safety Officer](#)) of Class C and D accidents. Use [DA Form 7306](#), Worksheet for Telephonic Notification of Ground Accident, Aug 07, as a guide for all reports. Not all fields on the form will be applicable to every situation. Provide as much information as possible.

b. Military Personnel Accident Recording.

(1) Use the USACR/SC "[ReportIt!](#)" Accident reporting system for all on-duty Class C and D accidents and all off-duty Class A-D accidents in lieu of a manual [DA Form 285-AB](#), Abbreviated Ground Accident Report (AGAR).

(2) Submit the AGAR within 30 days of the date of the accident.

(3) Use manual [DA Form 285](#), U.S. Army Accident Report for all Class A and B accidents investigated by an IAI/CAIG.

(4) Use the following signatures to complete the DA Form 285.

(a) The individual who conducted the investigation signs block 64a.

(b) The SAC/RAC or battalion commander responsible for the individual or equipment involved in the accident signs block 66a.

(c) More senior commanders (group or senior mission commander) with an interest in the findings and recommendations sign Blocks 67 through 69.

(5) Use [DA Form 285-O](#), U.S. Army Accident Report Statement of Reviewing Officials, to conduct final command review by the CG, USACIDC.

(6) The responsible ADSO or CSO completes section G, blocks 70 through 79.

(7) Complete and submit the DA Form 285 so that it arrives at the USACR/SC NLT 90 days after the accident.

c. Civilian Personnel Accident Reporting. Telephonic or email notifications in paragraph [3-5.a.](#) apply to USACIDC civilian employees.

d. Civilian Personnel Accident Recording.

(1) Civilian accidents are recorded using a number of different forms, such as: [Department of Labor \(DOL\) Form CA-1 \(Federal Employee Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation\)](#), [DOL Form CA-2 \(Notice of Occupational Disease and Claim for Compensation\)](#), and DOL Form CA-16 (Authorization for Examination and/or Treatment). Form CA-16 is available from the Fort Belvoir ICPA Coordinator, USACIDC CPO, or CSO.

(2) Employees report all on-duty accidents to their immediate supervisor and assist them in completing the report using the [Defense Injury and Unemployment Compensation System \(DIUCS\)](#), a component of the Office of Workers' Compensation Program (OWCP) and DoD Injury Compensation and Unemployment Compensation (ICUC) Division. DIUCS automatically generates OSHA 300 and 301 reports for use by the applicable ISO, the Fort Belvoir ICPA Coordinator, and USACIDC CPO.

(3) To access DIUCS, click on the link above and scroll down the page until you see the section titled Injury and Unemployment Compensation (ICUC). Click on the link next to the words Injury and Unemployment Compensation (ICUC) (CAC-enabled).

(a) It will ask for your CAC Credentials, you can use either your email or your regular credential. Click on either one and you will open a new web site called the DOD DCPAS.

(b) On the right side of the page there is a section called Products & Services. The first item in this section is titled File Claims Online (Supervisor Link). Click on that link. You might get a digital signature error message, if so, click Run, then the DIUCS disclaimer page will open. (The program runs on a JAVA applet that is sometimes slow to open so patience is needed), then click OK,

(c) The program will then open and you will have a screen that you will need to fill in the employee's SSN and date of birth and ensure the CA-1 button is filled in (default). Click on Enter Claim. That will bring you to the actual area where you begin to fill in the data. It is not extremely user friendly, so it is good to have the information already done on the manual form.

(3) Immediate supervisors will:

(a) Review all submissions for completeness and accuracy.

(b) Authorize medical care if requested, using the CA-16 within four (4) hours of the request.

(c) Authorize medical treatment telephonically when there is no time to complete a CA-16, and then send the completed form to the medical facility within 48 hours.

(d) Include physical requirements of the employee's job and note the availability of any light or limited duty.

(e) Inform the employee of the right to elect continuation of regular pay (COP), or annual or sick leave if lost time will occur.

(f) Inform the employee if COP will be controverted, whether pay will be terminated and why.

(g) Inform the employee of his responsibility to submit medical evidence of disability within 10 working days or risk termination of COP.

(h) Provide [Form OWCP-1500](#), Health Insurance Claim Form, along with the CA-16, to the employee for billing.

(i) Send the employee to the servicing Occupational Health Nurse (OHN) when possible.

(j) Supply [Form CA-20, Attending Physician's Report](#), to the employee as often as needed. Send original reports to the Fort Belvoir Injury Compensation Program Administrator (ICPA).

(k) Send [Form CA-17, Duty Status Report](#), to the physician once a week to monitor the employee's medical status and ability to return to light or full duty.

e. Accident Review Boards (ARB).

(1) Battalion commanders will conduct an ARB on all assigned personnel "at fault" GOV accidents. This is in addition to, not in lieu of, other collateral investigations (e.g., AR 15-6 investigations, Financial Loss Investigations of Property Loss (FLIPL)).

(2) The ARB will determine responsibility and lessons learned for the loss or damage to the GOV.

(3) To maintain separation of accident prevention and pecuniary liability processes, the CSO/ADSO and DA Form 285-series accident reports may not be included in the ARB process or as part of the final report. Violations of this paragraph are punishable as a violation of a lawful general regulation under Article 92 of the Uniform Code of Military Justice (UCMJ).

(4) The ARB members will include the battalion commander and CSM, the "at-fault" individual (if uninjured), the "at-fault" individual's chain of command and anyone else the battalion commander deems pertinent to the review.

(5) The ARB will meet within 14 days of the accident. Forward the results and supporting documentation through the group commander to the CG, USACIDC within 30 days.

## **CHAPTER 4 - Motor Vehicle Accident Prevention**

**4-1. Purpose.** To establish USACIDC motor vehicle accident prevention program responsibilities and procedures.

**4-2. Objective.** To reduce Army and Privately Owned Vehicle (POV) accidents through the proper selection, training, and supervision of drivers (**NOTE:** The acronyms AMV or GOV apply to Army Motor Vehicles, Army rented or leased vehicles (GSA fleet), and non-appropriated fund (NAF) vehicles. POV applies to any privately owned two, three, or four-wheeled motorized vehicle).

### **4-3. References.**

- a. [AR 190-5, Motor Vehicle Traffic Supervision, 22 May 06.](#)
- b. [AR 385-10, The Army Safety Program, 23 Aug 07 \(RAR 4 Oct 11\).](#)
- c. [AR 600-55, The Army Driver and Operator Standardization Program, 18 Jun 07.](#)
- d. [DA Pam 385-10, Army Safety Program, 23 May 08 \(RAR 19 Jan 10\).](#)
- e. [DoDI 6055.4, DoD Traffic Safety Program, 23 Jan 13.](#)
- f. [49 CFR 571, Federal Motor Vehicle Safety Standards.](#)
- g. [Title 49, USC 301, Motor Vehicle Safety.](#)

### **4-4. Responsibilities.**

- a. Commanders, directors, SAC, and RAC will:
  - (1) Conduct vehicle operations and maintenance IAW references [4-3.a. through g.](#)
  - (2) Select, train, and test, qualified personnel IAW reference [4-3.c.](#)
  - (3) Implement guidance contained in the Army Traffic Safety Training Program (ATSTP) as required by reference [4-3.b.](#)
  - (4) Use CRM or the [Ground Risk Assessment Tool \(GRAT\)](#) for all driving missions.
  - (5) Take action as defined in reference [4-3.a.](#) against Soldiers cited for accidents or moving violations on military installations.
  - (6) Dispatch AMV/GOV only to personnel who can show proof of passing the on-line Accident Avoidance Course (AAC) or equivalent.

- (7) Remain engaged in motorcycle safety issues.
- (8) Direct use of the [GRAT](#) or [CRM](#) for all GOV missions requiring travel distances greater than 100 miles in one direction or for TDY.
- (9) Direct use of the USACR/SC [Travel Risk Planning System \(TRiPS\)](#) for personnel going on leave or pass and using their POVs to travel more than 100 miles from their homes.
- (10) Prior to 30 April of each year, create and maintain a list of Soldier motorcyclists in their command, which documents the status of their Motorcycle Safety Foundation (MSF), Basic Riders Course (BRC), or Experienced Riders Course (ERC) completion.
- (11) When possible, identify an experienced motorcycle rider in the organization as a subject matter expert to assist the ADSO in developing and implementing local motorcycle riding policy.
- (12) Support voluntary participation in approved installation motorcycle clubs that perform motorcycle mentorship programs.
- (13) When possible, assign an experienced, voluntary rider mentor to all new Soldier motorcyclists, and new civilian motorcyclists who volunteer to participate in the program, to assist in assessing their maturity and skill level.
- (14) Inform all Soldier motorcyclists that their privilege to operate a motorcycle on a military installation may be restricted if they engage in unsafe behavior.
- (15) Counsel all Soldiers who intend to purchase a motorcycle for the first time, or change the size or style of their motorcycle, on motorcycle riding and PPE requirements.

b. The CSO will:

- (1) Disseminate guidance for the command motor vehicle safety program.
- (2) Develop lessons learned from AMV/POV accidents for distribution.
- (3) Coordinate with the ISO for adequate spaces in ATSTP instruction.

c. ADSOs will:

- (1) Cooperate with host ISO to implement vehicle accident, prevention programs.
- (2) Assist in enrolling personnel under the age of 26 in installation ATSTP courses.
- (3) Collect and analyze motor vehicle accident data and disseminate lessons learned.

(4) Promote the use of [CRM](#), [GRAT](#), and [TRiPS](#) for motor vehicle and traffic safety decisions.

d. Employees will.

(1) Take the AAC every four (4) years (if responsibilities require driving a GOV).

(2) Use GRAT for all Temporary Duty (TDY), and official business travel involving a GOV/POV. Use TRiPS for leave or pass travel involving a POV for distances greater than 100 miles, one-way, from work or home.

(3) Take the Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC) prior to operating a motorcycle.

(4) Soldier motorcyclists returning from deployments of longer than 9 months, or determined to be at increased risk (e.g., if they purchase a larger or more powerful motorcycle), will register for and attend the first available MSF BRC or ERC provided by their installation. Update to match changes to AR 385-10.

(5) Soldiers who intend to purchase a motorcycle either for the first time or to change their motorcycle size (e.g., from 1000cc to 1300cc) or style (e.g., Cruising to Sport bike) must notify their supervisor before doing so.

(6) Civilian motorcyclists must meet protective equipment and training requirements of AR 385-10 and their host installation in order to ride on military installations and are highly encouraged to participate in installation provided MSF training, motorcycle clubs and mentoring programs.

#### **4-5. Procedures.**

a. The online AAC is the Army standard course accessible through the [Army Learning Management System](#) website. AKO/CAC log-in is required. To find the course, login with your AKO credentials or CAC. Type “avoid” in the Catalog Search engine blank and click “Go”. Click “Register” for the course and the system requirements sections and follow the procedures to begin your training. You must turn off your Pop Up Blocker or you will never see the course. Click Launch Content, then click Army POV 1-3.

b. All AMV drivers will successfully complete the AAC in combination with the other driver training requirements listed in Appendix E, reference [4-3.c](#).

c. The AAC does not replace installation, regional or environmental specific driver training courses or any other requirements outlined in references [4-3.b](#), or [c](#).

d. Prior to operating a motorcycle on DoD installations, Army personnel (Soldiers and DoD civilians) must successfully complete the Army approved motorcyclist safety course, MSF BRC.

e. All Soldiers under the age of 26 must successfully complete Army traffic safety training IAW reference [4-3.b](#). The TRADOC provides the first hour of training during AIT/OSUT. The Installation Management Command (IMCOM) provides the follow-on training below:

- (1) Local traffic hazards for all newly assigned Army personnel to an installation.
- (2) Intermediate traffic safety for all Soldiers under 26 years of age newly assigned to an Army installation.
- (3) Advanced traffic safety 12 to 18 months after receiving the intermediate course.
- (4) Supervisor traffic safety training for all newly assigned Army supervisors.

f. Smoking is prohibited in all USACIDC GOV.

g. Use of cellular phones while operating a GOV or government contracted rental vehicle is prohibited except when the vehicle is parked or the driver is using a hands-free device.

h. Use of other portable headphones, earphones, or listening devices while operating a GOV is prohibited, except for essential mission related radio communications and emergencies. All USACIDC personnel will observe local laws and ordinances if these are more restrictive.

i. All personnel will use motor vehicle restraints while driving in AMV/GOV/POV.

## **CHAPTER 5 – Public, Family, Off-Duty Recreation and Seasonal Safety**

**5.1. Purpose.** To establish USACIDC public, Family, off-duty recreation and seasonal safety responsibilities and procedures.

**5.2. Objective.** To provide timely and useful safety information to USACIDC personnel and their Families when away from work.

### **5-3. References.**

- a. [AR 385-10, The Army Safety Program, 23 Aug 07 \(RAR 4 Oct 11\).](#)
- b. [DA Pam 385-10, Army Safety Program, 23 May 08 \(RAR 19 Jan 10\).](#)

### **5-4. Responsibilities.**

- a. Commanders, directors, SAC and RAC will:

- (1) Implement policies and procedures of reference [5-3.a.](#) and the host installation regarding public events, Family, off-duty, recreational, and seasonal hazards.

- (2) Personally conduct safety briefings prior to holidays or command authorized long weekends.

- (3) Appoint another command representative or the CSO/ADSO to conduct the briefings when they are unable to conduct them.

- (4) Include mandatory safety briefings on training calendars.

- b. The CSO will:

- (1) Provide information to coincide with DoD, DA and National safety programs.

- (2) Assist commanders and supervisors in preparing long weekend safety briefings.

- (3) Conduct long weekend safety briefings for HQ, USACIDC when the CG or another command representative is not available.

- (4) Prepare holiday safety memorandums to disseminate CG guidance prior to long weekends.

- (5) Coordinate seasonal, off-duty recreational and Family safety events with the Quantico MB ISO as they affect the HQ, USACIDC.

c. ADSOs will:

- (1) Forward and/or provide safety information to the groups and subordinate units.
- (2) Assist commanders and supervisors in preparing long weekend safety briefings.
- (3) Coordinate seasonal, off-duty recreational and Family safety events with their supporting ISO.

d. Employees will:

- (1) Periodically check the [USACIDC Safety website](#) for current information, especially prior to long weekends and at the beginning of the summer and winter seasons.
- (2) Use CRM procedures in off-duty activities.
- (3) Attend mandatory safety briefings.

**5-5. Procedures.**

- a. Give safety briefings to all Soldiers and DoD civilians prior to holidays, seasonal changes, predicted severe weather conditions, and command sponsored recreational activities.
- b. Post seasonal and calendar specific safety information and/or links to information on the [USACIDC Safety website](#), or to the USACIDC LEAP Portal.

## **CHAPTER 6 – Composite Risk Management (CRM)**

**6-1. Purpose.** To prescribe policy, responsibilities, and procedures for developing risk assessments and management techniques through the integration of CRM.

**6-2. Objective.** To ensure all USACIDC missions integrate the CRM process.

### **6-3. References.**

- a. [AR 385-10, The Army Safety Program, 23 Aug 07 \(RAR 4 Oct 11\).](#)
- b. [FM 5-19, Composite Risk Management, 21 Aug 06.](#)
- c. [DA Pam 385-30, Mishap Risk Management, 10 Oct 07 \(RAR 1 Feb 10\).](#)
- d. [DODI 6055.1, DoD Safety and Occupational Health \(SOH\) Program, 19 Aug 98.](#)

### **6-4. Responsibilities.**

- a. Commanders, directors, SAC and RAC will:

- (1) Conduct CRM IAW references [6-3.b. and c.](#)
  - (2) Ensure the appropriate level of authority makes risk acceptance decisions.
  - (3) Train personnel on the CRM process using the [USACR/SC on-line training](#). To find the appropriate course click on the link above, then launch ATRRS. Click on “Self Development” in the ATRRS Channels Directory. Put the course number or course title in the appropriate search blocks: Composite Risk Management-Basic (2G-F97\_DL), Composite Risk Management Civilian-Basic (2G-F104\_DL), click Search, then click Register.

- (4) Continually assess missions for control measure effectiveness.

- b. CSO and ADSOs will:

- (1) Provide technical assistance, information, and expertise to:
    - (a) Select and use hazard analysis and risk assessment methods.
    - (b) Provide recommendations for reducing risks to an acceptable level.
    - (c) Prioritize and assign Risk Assessment Codes to identified hazards.
    - (d) Monitor control measure effectiveness.

- (e) Assist with hazard analyses and risk assessments as needed.
- (2) Assist supervisors in conducting initial and CRM based reviews of unit SOPs.

## **6-5. Procedures.**

- a. The USACIDC will use CRM to identify, assess, and control hazards associated with protective service details, criminal investigations, and other tactical and routine missions.
- b. The CRM supplements, but does not supersede, Federally mandated standards and regulations.
- c. Analyze and assess all investigative and operational missions where mechanical processes, hazardous materials, chemicals, or energetic materials are used.
- d. Conduct staff assessments, identify control measures, and gain command approval before using the measures in any major investigation or operation.
- e. Classify operating procedures generated through CRM as mission specific or repetitive. Mission specific procedures are valid for that operation and expire upon mission completion.
- f. Develop SOPs with supporting CRM assessments for repetitive operations.
- g. Comply with CRM controls as written and approved for the mission. Deviation from, or alteration of, the controls is prohibited without written approval from the risk approval authority.
- h. Risk management may take several forms, including:
  - (1) Verbal – A discussion between a supervisor and an employee to identify the task, associated hazards, and controls for the operation. Use this management technique only in relatively simple tasks initially identified as Low risk.
  - (2) Fill In – A generic, pre-printed, locally produced assessment to address common hazards and controls found in repetitive missions, and tailored to the specific mission conditions. Use it to address all levels of risk but get proper approval for each use. Examples include AMV risk assessments for vehicle dispatch, leave/pass risk assessment, or a PSB mission assessment.
  - (3) Formal – Use [DA Form 7566, CRM Worksheet](#) and [DA Form 7632, Certificate of Risk Acceptance](#) for all non-routine, potentially hazardous missions that use a mission planning process following guidance in reference [6-3.b](#).
- i. Make residual risk acceptance at the appropriate level of command. The person responsible for the mission should accept or reject the risk. For most instances, the following are approval authority levels for the identified residual risk.

- (1) The CG, USACIDC approves Extremely High-risk missions.
- (2) Group commanders approve High-risk missions.
- (3) Battalion commanders approve Medium-risk missions, or for repetitive missions, they may delegate approval to a SAC/RAC who controls all necessary resources to conduct the mission.
- (4) A SAC/RAC or subordinate leader identified as being responsible for the mission approves Low-risk missions.
- (5) Many missions are generic and repetitive with minimal changes needed depending usually on weather conditions. Creation of generic risk worksheets is acceptable and recommended using GRAT as long as they are reviewed prior to each mission to ensure all hazards are properly identified.

## **CHAPTER 7 - Blood Borne Pathogens (BBP) Exposure Control Plan (ECP)**

**7-1. Purpose.** To establish USACIDC BBP ECP policy, responsibilities, and procedures for protection from BBP occupational exposure.

**7-2. Objective.** To protect potential occupationally exposed personnel from BBP hazards, to include:

- a. All special agents, military police, law enforcement, investigative assistants, and on-the-job training personnel.
- b. All forensic/technical support personnel who handle/process potentially infectious evidence.
- c. All evidence custodians conducting crime scene evidence processing, collection or handling.
- d. All employees who are emergency medical responders.

### **7-3. References.**

- a. [29 CFR 1910.1030 - Blood Borne Pathogens.](#)
- b. [Public Law 106-430, Needlestick Safety and Prevention Act, 6 Nov 00.](#)
- c. [DoD Directive 6200.04, Force Health Protection, 9 Oct 04.](#)
- d. [DoD Directive 6205.02E, Policy and Program for Immunizations to Protect the Health of Service Members and Military Beneficiaries, 19 Sep 06.](#)
- e. [DoD Directive 6490.02E, Comprehensive Health Surveillance, 8 Feb 12.](#)
- f. [AR 40-5, Preventive Medicine, 25 May 07.](#)
- g. [AR 385-10, The Army Safety Program, 23 Aug 07 \(RAR 4 Oct 11\).](#)
- h. [DA Pam 385-10, Army Safety Program, 23 May 08 \(RAR 19 Jan 10\).](#)
- i. [USAPHC TG 190, Guide to BBP, Apr 04.](#)

### **7-4 Responsibilities.**

- a. Commanders, directors, SAC and RAC will:

(1) Determine if other subordinate personnel may have exposure potential by referring to reference [7-3.a](#)

(2) Establish a local BBP ECP using this ECP, reference [7-3.i.](#), and the USAPHC fact sheet [BBP - FAQ](#).

(3) Brief all personnel on Hepatitis-B Virus (HBV) and the Human Immunodeficiency Virus (HIV) exposure hazards.

(4) Ensure all personnel have access to this ECP, local ECP, and BBP information.

b. ADSO will:

(1) Implement a local ECP that meets the unit's operational requirements.

(2) Record all conducted training.

(3) Identify specific tasks and procedures that may cause occupational exposure for each person identified in the local ECP.

#### **7-5. Procedures.**

a. Definitions of terms. See reference [7-3.i.](#) and [Appendix A](#).

b. Work Practice Controls (WPC).

(1) WPC information is in reference 7-3.i..

(2) Under extraordinary circumstances, personnel may briefly, and temporarily, decline to use Personal Protective Equipment (PPE) when its use prevents the delivery of health care or public safety services or would increase the safety hazard to the worker. Document all circumstances when this occurs.

c. Medical Surveillance and Support.

(1) Enroll all identified personnel in a medical surveillance program that includes a licensed physician to supervise all medical evaluation procedures, and an accredited laboratory to conduct all laboratory tests. Provide without cost, and at a reasonable time and place, all evaluations, procedures, vaccinations, vaccination series, and post-exposure evaluation and follow-up, including prophylaxis.

(2) Offer the [HBV vaccination](#) to all identified personnel. Those declining the vaccination must sign a declination statement. Those who decline the vaccination, but later decide to accept it, may receive it at that time.

(3) Immediately report exposure incidents to a supervisor. Offer the individual a confidential medical evaluation with appropriate follow-ups. Record the circumstances of exposure and keep it as part of a confidential medical record.

(4) Collect and test blood for HBV and HIV from exposed USACIDC personnel as soon as feasible, after obtaining consent. If the affected individual consents to baseline blood collection, but does not give consent for HIV serologic testing, preserve the sample for at least 90 days. If, within 90 days, the individual elects to have the baseline sample tested, do the testing as soon as feasible.

(5) Provide post exposure prophylaxis when medically indicated.

(6) Provide counseling and evaluation of reported illnesses.

(7) After an exposure incident, provide copies of references [7-3.a.](#), and [7-3.g.](#), and the following to the health care professional responsible for HBV vaccination/evaluation:

(a) Description of the exposed person's duties as they relate to the incident.

(b) Documentation of exposure route(s) and circumstances under which it occurred.

(c) Results of the source individual's blood testing.

(d) Any other medical records relevant to the appropriate treatment of the individual, to include vaccination status, not maintained at the treatment facility.

(8) Designate a supervisor responsible to obtain the health care professional's written opinion within 15 days of completing the post-exposure evaluation.

d. Communicating Hazards to Employees.

(1) Use reference 7-3.i.to determine appropriate labeling of contaminated or potentially contaminated material.

(2) Affix warning labels to prevent loss or unintentional removal.

(3) Do not label or color-code regulated waste that has been decontaminated.

e. Information and Training.

(1) Ensure all identified personnel participate in a training program.

(2) Provide training on initial assignment, annually thereafter and when changes affect occupational exposure.

f. Records.

(1) Medical.

(a) Coordinate with supporting medical facilities to ensure proper filing of required documentation, including:

- HBV vaccination dates and status, and any medical records relative to the assigned person's ability to receive such vaccinations.
- Results of examinations, medical testing, and follow-up procedures.
- Copy of the health care professional's written opinion.
- Exposure information provided to the health care professional.

(b) Ensure all medical records are kept confidential and are not disclosed or reported, without the assigned person's express written consent, to any person within or outside the workplace except as required by references [7-3.a.](#) and [7-3.g.](#), or as may be required by law.

(c) Maintain records at the supporting medical facility for the duration of employment plus 30 years.

(d) Provide records pertaining to an occupational exposure incident upon request for examination to the individual, CPO representatives, the Assistant Secretary DOL for OSHA, and the Director, National Institute for Occupational Safety and Health (NIOSH).

(2) Training.

(a) Maintain records for 3 years from the date the training occurred.

(b) Provide records, on request, to the individual, CPO representatives, the Assistant Secretary DOL for OSHA, and the Director, NIOSH.

(3) Upon departure from the unit, transfer medical and training records to the gaining unit. If there is no gaining unit, maintain the training records for three years prior to destruction.

## **CHAPTER 8 - Radiation Safety**

**8-1. Purpose.** To establish USACIDC Radiation Safety policy, responsibilities, and procedures.

**8-2. Objective.** To ensure the protection of USACIDC personnel from ionizing and non-ionizing radiation hazards during the use, storage, and disposition of radioactive sources.

**8-3. References.**

- a. [AR 40-5, Preventive Medicine, 25 May 07.](#)
- b. [AR 385-10, The Army Safety Program, 23 Aug 07 \(RAR 4 Oct 11\).](#)
- c. [DA Pam 385-24, The Army Radiation Safety Program, 24 Aug 07 \(RAR 22 Sep 11\).](#)
- d. [DA PAM 385-40, Army Accident Investigation and Reporting, 6 Mar 09 \(RAR 25 Feb 10\)](#)
- e. [DODI 6055.8, Occupational Radiation Protection Program, 15 Dec 09.](#)

**8-4. Responsibilities.**

- a. Commanders, directors, SAC and RAC will:

- (1) Inform the CSO of inspections from outside agencies, serious findings/problems, and safety concerns.

- (2) Address radiation issues (ionizing or non-ionizing) that may be associated with operational activities.

- b. The CSO will:

- (1) Serve as the USACIDC Radiation Protection Officer (RPO).

- (2) Process [DA Form 3337, Application for Army Radiation Authorization](#) (DARA) from USACIDC units for approval by the CG, USACIDC.

- (3) Provide technical support on use, storage and disposal of radiation producing devices/equipment and radioactive commodities, laser safety programs and identification and control of Radio Frequency (RF) hazards.

- (4) Investigate all accidents and incidents involving radiation material and devices in the command.

- (5) Notify the ASO Radiation Safety Officer of radiation accidents or incidents where contamination of personnel and/or equipment has occurred.

c. ADSOs will:

- (1) Assist the host installation RPO in the development and implementation of the installation, radiation safety program.
- (2) Report all accidents and incidents involving radioactive sources and devices to the installation RPO and CSO as soon as possible.
- (3) Annually, by 15 October, provide a list of both ionizing and non-ionizing (laser and RF items) radioactive commodities to the host installation RPO and CSO.
- (4) Ensure that all ionizing radioactive items are properly stored, used, and inventoried annually.
- (5) Ensure that storage areas are marked IAW reference [8.3.d](#).
- (6) Develop a Radiation Protection Plan listing the type, storage location, quantity, disposal procedures, and emergency POCs.
- (7) Ensure personnel receive adequate training on the handling, storage, use, and disposal of radioactive items.

d. The DFSC ADSO will:

- (1) Provide staff oversight of the DFSC Radiation Protection Program, IAW reference [8-3.b](#). The program must also include procedures for the safety of personnel operating Class 3b and 4 lasers
- (2) Review applications for Nuclear Regulatory Commission (NRC) licenses, DARAs, and DA radiation permits for accuracy and completeness. Forward applications to the CSO at Commander, USACIDC (CISP-SA), 27130 Telegraph Road, Quantico, Virginia 22134.
- (3) Attend Laser Safety Officer (LSO) training as appropriate through the Public Health Command or Laser Institute of America.
- (4) Train and qualify workers to perform assigned duties using both ionizing and non-ionizing commodities as appropriate and use wipe test kits IAW reference [8-3.b](#), applicable NRC licenses, DARAs, and TMs.
- (4) License radiation producing material and equipment IAW reference [8-3.b](#).
- (5) Post documents IAW license requirements.
- (6) Maintain forms, TMs, and TBs IAW approved DARA and licenses.

## **8-5. Procedures.**

### **a. Ionizing/Non-ionizing Radiation Accident/Incident Response.**

(1) Accident/Incident Notification. Notify the CSO of an accident or incident involving ionizing or non-ionizing sources or commodities immediately.

(2) Protect exposed personnel, provide immediate medical care for serious injuries, and remove individuals from the contaminated area.

(3) Contain the contaminated site and prevent further exposure to personnel.

(4) The senior individual on-site is responsible for management of the accident area.

(5) Do not scatter or remove equipment and/or debris from the site.

(6) The CSO will make appropriate notifications to the appropriate authorities IAW Chapter 6 of reference [8-3.c](#).

### **b. Waste Disposal. Contact the CSO for guidance to turn in excess radioactive material.**

### **c. Emergency Radiation Protection Points of Contact.**

#### **Duty Hours:**

HQ, USACIDC  
Command Safety Officer  
Commercial (571) 305-4119

#### **Non-Duty Hours:**

HQ, USACIDC  
Command Operations Watch Officer

Commercial: (571) 305-4600

## **CHAPTER 9 - Range and Weapon Safety**

**9-1. Purpose.** To establish range and weapon safety policy, responsibilities, and procedures.

**9-2. Objective.** To conduct live-fire training on safely designed facilities and eliminate negligent/accidental discharges of individual assigned weapons.

**9-3. References.**

- a. [AR 385-63, Range Safety, 30 Jan 12.](#)
- b. [DA Pam 385-63, Range Safety, 30 Jan 12.](#)
- c. CID Reg 195-1, Criminal Investigation Operational Procedures, 22 Mar 10. (AKO Login required. Reg is on CID Intranet page).

**9-4. Responsibilities.**

- a. Commanders, directors, SAC and RAC will:
  - (1) Comply with host range operating procedures.
  - (2) Establish range Officer-in-Charge/Range Safety Officer (OIC/RSO) certification programs for organic weapons.
  - (3) Designate certified OIC/RSO to run ranges.
  - (4) Enforce USACIDC weapons carrying policies in Chapter 17 of reference [9-3.c.](#)
  - (5) Ensure risk assessments are prepared prior to all range operations IAW [Chapter 6](#) of this regulation.
- b. The CSO will:
  - (1) Advise the CG, USACIDC on all aspects of range and weapon safety.
  - (2) Provide technical weapon and ammunition safety guidance.
  - (3) Investigate weapons, ammunition, or explosives incidents IAW [Chapter 3](#) of this regulation.
- c. ADSOs will:
  - (1) Monitor unit OIC/RSO certification programs.

(2) Maintain a file of range information used by their units.

(3) Investigate weapons, ammunition, or explosives incidents IAW [Chapter 3](#) of this regulation.

**9-5. Procedures.** Reference [9-3.c.](#) applies to personnel authorized to carry individual weapons.

## **CHAPTER 10 - Explosives Safety**

**10-1. Purpose.** To establish USACIDC policy, responsibilities, and procedures for ammunition storage in unit arms rooms or General Services Administration (GSA) approved Class 5 security containers.

**10-2. Objective.** To eliminate accidental initiation of ammunition stored in unit arms rooms or authorized security containers.

### **10-3. References.**

- a. [AR 385-10, The Army Safety Program, 23 Aug 07 \(RAR 4 Oct 11\).](#)
- b. [DA Pam 385-64, Ammunition and Explosives Safety Standards 24 May 11.](#)
- c. [DODD 6055.9E, Explosives Safety Management and the DoD Explosives Safety Board, 19 Aug 05.](#)
- d. [DoD 6055.09-M, DoD Ammunition and Explosives Safety Standards, 4 Aug 10.](#)
- e. [AR 190-11, Physical Security of Arms, Ammunition and Explosives, 15 Nov 06 RAR 28 Jun 11](#) (AKO login required).

### **10-4. Responsibilities.**

- a. Commanders, directors, SAC and RAC will:
  - (1) Complete the risk assessment on the [USACIDC Safety website](#), or one provided by the supporting ISO, and forward to the supporting ISO for approval.
  - (2) Ensure that absolutely no Hazard Class (HC) 1.1 or 1.2.1 ammunition is stored in an arms room or approved container.
  - (3) Post appropriate fire/chemical symbols at arms room entrances when required and remove them when the ammunition is removed.
  - (4) Provide written authorization (company commander or higher) for all privately owned ammunition stored in the arms room.
  - (5) Promptly correct deficiencies found during inspections.
  - (6) Coordinate with the supporting ISO for an annual explosive safety inspection of each arms room using the [USACIDC Safety Inspection Checklist for Unit Arms Rooms](#), and any additional guidance or requirements of the host installation.

(7) Maintain a file of inspection reports and follow-up actions.

b. CSO/ADSO will:

(1) Assist units in preparing ammunition storage requests.

(2) Provide written inspection results to the appropriate unit commander and maintain a file of inspection reports and follow-up actions.

#### **10-5. Procedures.**

a. The GSA approved Class 5 security containers used to store arms and/or ammunition may only be used for that purpose. They may not store any other item.

b. Reference [10-3.a.](#) allows storing limited quantities of HC 1.6, 1.4, 1.3 and 1.2.2 ammunition in unit arms rooms or GSA approved Class 5 security containers when operational necessity dictates. The following quantities may be stored in arms rooms or approved security containers as indicated.

(1) HC 1.6 and 1.4, unlimited net explosive weight (NEW); however, only store HC 1.4 in an approved security container.

(2) HC 1.3, up to 100 pounds (45.5 Kg) NEW in arms room only.

(3) HC 1.2.2, up to 50 pounds (23 Kg) NEW, in arms room only, behind fragment barriers (e.g., 1/4 inch steel plate, 1 layer of sand bags, and/or 12 inches of loose sand or dirt).

c. Units planning to store ammunition in arms rooms or security containers will notify the host ISO to ensure compliance with local requirements.

d. Maintain arms rooms IAW the [USACIDC Safety Inspection Checklist for Unit Arms Rooms](#).

e. Post a copy of the checklist, risk assessment approval, and license in the arms room.

f. In accordance with paragraph 3-16.a., reference [10-3.b.](#), fire symbols are not required on arms rooms or rooms with security containers when storing less than 1000 rounds of HC 1.4 small arms ammunition.

## **CHAPTER 11 - Motor Pools**

**11-1. Purpose.** To provide USACIDC policy, responsibilities, and procedures for the safe operation of unit Motor Pools.

**11-2. Objective.** To create hazard free environments in motor pools.

### **11-3. References.**

- a. [Applicable equipment Technical Manuals.](#)
- b. [AR 750-1, Army Materiel Maintenance Policy, 20 Sep 07.](#)
- c. [AR 750-6, Army Equipment Safety and Maintenance Notification System, 3 Feb 09 \(RAR 21 Dec 10\).](#)
- d. [DA Pam 750-1, Commander's Maintenance Handbook, 2 Feb 07.](#)
- e. [DA Pam 750-8, The Army Maintenance Management System \(TAMMS\) User Manual, 22 Aug 05.](#)
- f. [AR 385-10, The Army Safety Program, 23 Aug 07 \(RAR 4 Oct 11\).](#)
- g. [DA Pam 385-1, Small Unit Safety Officer/NCO Guide, 10 Nov 08.](#)

### **11-4. Responsibilities.**

- a. Commanders, directors, SAC and RAC will:
  - (1) Write and maintain a motor pool standard operating procedure (SOP).
  - (2) Request annual inspections of their motor pools from their servicing ISO.
  - (3) Make hazardous material inventories and post their associated Safety Data Sheets (SDS) IAW [Chapter 12](#) of this regulation.
  - (4) Provide, maintain, and replace appropriate PPE for maintenance personnel.
  - (5) Follow installation environmental policies for hazardous waste storage, use, and disposal.
- b. CSO/ADSO will:
  - (1) Accompany the ISO on motor pool inspections when possible.

(2) Forward applicable Safety of Use Messages, Ground Precautionary Messages, and other safety notifications as a back-up to logistics channel notifications.

(3) Provide motor pool operation, safety awareness materials.

#### **11-5. Procedures.**

a. Because all motor pools are not alike, it is difficult to address all potential hazards and appropriate safety requirements for every situation. The unit Motor Pool SOP will use applicable portions of the [Standard Army Safety and Occupational Health Inspection Checklist](#) to address at a minimum the following:

- (1) Electrical/tool safety.
- (2) Carbon monoxide cautions.
- (3) Fire prevention.
- (4) Brake repair (asbestos removal).
- (5) Tire changing.
- (6) Equipment operations.
- (7) Battery charging operations.
- (8) Hazardous material handling and disposal.
- (9) Care, use, and replacement of required PPE.

b. Maintain copies of ISO inspections for two years at the unit. If the ISO cannot support the unit, obtain written documentation of such and keep it on file.

c. Maintain copies of SDS for all hazardous chemicals or materials and ensure they are available for review at all times.

## **CHAPTER 12 - Hazard Communication (HAZCOM) Program**

**12-1. Purpose.** To provide policy, responsibilities and procedures for HAZCOM requirements.

**12-2. Objective.** To ensure all personnel working with hazardous chemicals or materials (HAZMAT) are aware of the harmful effects and actions to eliminate exposure.

### **12-3. References.**

- a. [29 CFR 1910.1200, Hazard Communication.](#)
- b. [DoDI 6050.05, DoD Hazard Communication \(HAZCOM\) Program, 15 Aug 06.](#)
- c. [AR 385-10, The Army Safety Program, 23 Aug 07 \(RAR 4 Oct 11\).](#)
- d. [DA Pam 385-10, Army Safety Program, 23 May 08 \(RAR 19 Jan 10\).](#)

### **12-4. Responsibilities.**

- a. Commanders, directors, SAC and RAC will:
  - (1) Coordinate with the supporting ISO for assistance in implementing HAZCOM.
  - (2) Provide adequate resources to implement HAZCOM.
  - (3) Maintain documentation of all HAZCOM training for 30 years.
  - (4) Review JHA, risk assessments, and SOPs for handling HAZMAT.
- b. CSO/ADSO will:
  - (1) Advise leadership of any SOH issues regarding HAZCOM and HAZMAT.
  - (2) Coordinate with the local ISO for training, HAZMAT identification, Safety Data Sheets (SDS), and chemical inventories.

### **12-5. Procedures.**

- a. All USACIDC units, directorates or agencies using HAZMAT will comply with applicable portions of references [12-3.a. through d.](#)
- b. Maintain written HAZCOM instructions in an area accessible to all affected employees at all times.

## **CHAPTER 13 - USACIDC SOH Advisory Council**

**13-1 Purpose.** To establish USACIDC policy, responsibilities, and procedures for conducting the HQ, USACIDC Safety and Occupational Health Advisory Council (SOHAC).

**13-2. Objective.** To provide a forum for advising the CG and command staff of ways to improve the Command Safety Program and to encourage and promote awareness of SOH issues.

**13-3. Reference.**

- a. [AR 385-10, The Army Safety Program, 23 Aug 07 \(RAR 4 Oct 11\).](#)

**13-4. Responsibilities.** The CSO will coordinate all details for conducting the SOHAC.

**13-5. Procedures.**

- a. The USACIDC SOHAC will convene quarterly as part of regularly scheduled quarterly Command Review and Analysis VTC Updates. The CSO will prepare items of discussion and document the event. The CSO will solicit command-wide applicable issues from SOHAC membership prior to the meeting, and publish meeting minutes. .

- b. All USACIDC subordinate units will attend their supporting installation SOHAC.

## **CHAPTER 14 - Safety Awards**

**14-1. Purpose.** To Provide USACIDC policy, responsibilities and procedures for processing, approving and presenting applications for DA and USACIDC Safety awards.

**14-2. Objective.** To recognize USACIDC individuals, organizations and units for exceptional service and achievement in the prevention of accidents, injuries and occupational illnesses.

### **14-3. References.**

- a. [AR 385-10, The Army Safety Program, 23 Aug 07 \(RAR 4 Oct 11\).](#)
- b. [AR 672-20, Incentive Awards, 29 Jan 99.](#)
- c. [AR 600-8-22, Military Awards, 11 Dec 06 \(RAR 15 Sep 11\) .](#)
- d. [AR 600-8-10, Leaves and Passes, 15 Feb 06 \(RAR 4 Aug 11\) .](#)
- e. [DA Pam 385-10, Army Safety Program, 23 May 08 \(RAR 19 Jan 10\).](#)

### **14-4. Responsibilities.**

- a. Commanders, directors, SAC and RAC will:
  - (1) Actively promote the implementation of safety awards at all command levels.
  - (2) Identify personnel (Soldiers, DA civilians or contractors) or units who made significant contributions to the Command Safety Program and recommend them for appropriate awards IAW references [14-3.a.](#), and [14-3.e.](#)
  - (3) Establish funding requirements for safety awards as needed.
  - (4) Work to achieve safety certification requirements of ref [14-3.a.](#), paragraph 8-6.
- b. CSO will:
  - (1) Monitor safety awards programs as a part of Group Staff Assistance Visits (SAV).
  - (2) Identify personnel or units who made significant contributions in support of the Command Safety Program and recommend them for awards IAW references [14-3.a.](#), and [14-3.e.](#)
  - (3) Provide annual funding requirements to DCSRM for USACIDC safety awards.
  - (4) Assist subordinate units to achieve safety certification.

c. ADSO will:

- (1) Identify personnel or units who made significant contributions in support of the Command Safety Program and recommend them for awards IAW references [14-3.a.](#), and [14-3.e.](#)
- (2) Secure and maintain control of any promotional items used for impact awards.
- (3) Submit requests for safety certification to the supporting ISO.

#### **14-5. Procedures.**

a. DA Awards. See references [14-3.a.](#) and [14-3.e.](#) for eligibility and application processes. Submit all applications for DA level awards through the CSO.

b. HQ, USACIDC will fund awards and presentations approved by the CG. Groups will fund awards approved by their respective commanders for the same.

c. References [14-3.a](#) and [14-3.b.](#) authorize a variety of unit and individual awards appropriate for recognizing accomplishments in safety.

d. Additional awards or recognition for units or individuals are also authorized and should be used to supplement Army and USACIDC level efforts.

(1) Impact/Special Awards. Commanders may recognize safe performance or contributions that contribute to the increased effectiveness or efficiency of unit safety. Examples are On-the-Spot cash awards, Time-Off Awards/Passes, DA Form 1119-1, Certificate of Achievement in Safety, locally fabricated certificates, or trophies mentioned in references [14-3.b.](#) and [14-3.d.](#) The CSO has limited numbers of DA Form 1119-1 for issue.

(2) Promotional items. References [14-3.a.](#) , and [14-3.b.](#), indirectly authorize promotional item purchase and use. Commanders should consult their legal and resource management personnel before purchasing these items. Most importantly, they must be presented for valid reasons and actions observed, and must be clearly identified in association with specific accident prevention purposes unique to military service.

## **CHAPTER 15 - Safety Program Staff Assistance Visits (SAV)**

**15-1. Purpose.** To provide policy, responsibilities and procedures for conducting Safety SAV.

**15-2. Objective.** To conduct evaluations of and assist Group Safety Programs to follow applicable safety requirements of OSHA, DoD, DA, and HQ, USACIDC.

### **15-3. References.**

- a. [AR 385-10, The Army Safety Program, 23 Aug 07 \(RAR 4 Oct 11\)](#).
- b. CID Reg 1-201, Organizational Inspection Program, 1 Jan 07 (AKO Login required. Reg is on CID Intranet page).

### **15-4. Responsibilities.**

- a. Commanders, directors, SAC and RAC will:
  - (1) Provide necessary resources to their ADSO to meet all SAV requirements.
  - (2) Promptly correct identified deficiencies and improve weak program areas.
- b. The CSO will:
  - (1) Provide policy and procedures to Group ADSO.
  - (2) Develop an [SAV checklist](#).
  - (3) Perform SAV IAW reference [15-3.b](#), and the [SAV Checklist](#).
  - (4) Provide assistance to correct deficiencies and improve weak program areas.
- c. ADSO will:
  - (1) Develop safety programs as required by reference [15-3.a](#), and this regulation.
  - (2) Correct deficiencies and improve weak program areas identified during the SAV.
  - (3) Request CSO assistance to correct deficiencies or make program improvements.

### **15-5. Procedures.**

- a. Safety program SAV will be announced IAW reference [15-3.b](#).
- b. Safety SAV will be conducted IAW reference [15-3.b](#), and the [SAV checklist](#).

## **CHAPTER 16 - Safety Training Requirements**

**16-1. Purpose.** To establish training requirements for safety support during Army operations.

**16-2. Objective.** To reduce losses of manpower and equipment by ensuring all personnel receive required safety training.

### **16-3. References.**

- a. [AR 385-10, The Army Safety Program, 23 Aug 07 \(RAR 4 Oct 11\).](#)
- b. [DA Pam 385-10, Army Safety Program, 23 May 08.](#)

### **16-4. Responsibilities.**

a. Commanders, directors, SAC and RAC will complete the Commander's Safety Course, the Supervisor's Safety Course, or the Manager's Safety Course as applicable at the [Army Learning Management System](#)

b. The CSO will:

(1) Provide mishap risk management component of CRM training, tools and other related assistance to the command as needed.

(2) Provide appropriate safety and health training for employees, including specialized job safety and health training appropriate to the work performed by the employee and USACIDC's occupational safety and health program, emphasizing employees' rights and responsibilities.

c. ADSOs will:

(1) Complete the online Additional Duty Safety Course (ADSC) at the [Army Learning Management System](#) within 30 days of appointment.

(2) Attend supplemental training provided by the supporting installation safety offices.

d. Employees will:

(1) Complete the on-line Employee Safety Course at the [Army Learning Management System](#)

(2) Complete training identified in Appendix C of reference [16-3.b.](#) for their specific job description as applicable.

(3) Arms room personnel will complete the AMMO-45-DL(Intro to Ammunition) and AMMO-69-DL (Military Munitions Rule) courses available at the [Defense Ammunition Center](#).

**16-5. Procedures.**

a. All Army personnel will be provided CRM training in those areas needed for a safe and efficient execution of their task. This training shall specifically address:

- (1) Required PPE.
- (2) General safety requirements particular to the operation.
- (3) Risk mitigation techniques and controls.
- (4) Special safety requirements.
- (5) Lessons learned from previous operations.
- (6) Procedures for reporting and responding to accidents.
- (7) Identification of all known and perceived hazards.

## **CHAPTER 17 – Emergency Planning and Response**

**17-1. Purpose.** To establish safety support for USACIDC emergency planning and response.

**17-2. Objective.** To ensure safety and risk management procedures are integrated into emergency response plans at all levels.

**17-3. References.**

- a. [AR 385-10, The Army Safety Program, 23 Aug 07 \(RAR 4 Oct 11\).](#)
- b. [DA Pam 385-10, Army Safety Program, 23 May 08 \(RAR 19 Jan 10\).](#)

**17-4. Responsibilities.**

- a. Commanders, directors, SAC and RAC will consider the potential for accidental loss of life or government property while developing emergency response plans for their activities, and manage identified risks to eliminate or mitigate the hazards.
- b. The CSO will provide risk management assistance to the G-3 Force Protection office to develop the command emergency response plan.
- c. The ADSOs will assist their commanders and force protection personnel in developing local command emergency response plans.
- d. Employees will read and follow all instructions in command emergency response plans.

**17-5. Procedures.**

- a. Emergency planning and response for USACIDC is an element of G-3 Operations Force Protection. Unit safety personnel will provide risk management assistance to the development and implementation of the plans.
- b. CRM will be applied to all emergency response scenarios to identify required appropriate equipment and response procedures.
- c. Agency plans should be integrated with host installation plans to eliminate duplication of effort.

## **CHAPTER 18 – Contractor Safety**

**18-1. Purpose.** To establish safety policy and procedures involving contracts and contractors.

**18-2. Objective.** To ensure USACIDC contracts integrate safety and risk management.

### **18-3. References.**

- a. [AR 385-10, The Army Safety Program, 23 Aug 07 \(RAR 4 Oct 11\).](#)
- b. [DA Pam 385-10, Army Safety Program, 23 May 08 \(RAR 19 Jan 10\).](#)
- c. [Federal Acquisition Regulation, March 2005.](#)
- d. [Defense Federal Acquisition Regulation Supplement, 1998](#)
- e. [Engineer Federal Acquisition Regulation Supplement.](#)

### **18-4. Responsibilities.**

a. Commanders, directors, SAC and RAC will consider the potential for accidental loss of life or government property while developing, writing, negotiating, soliciting, implementing and overseeing all contracted activities..

b. The CSO will provide contracting safety assistance to Contracting Office Representatives (COR) to ensure appropriate safety language and oversight are integrated into all contracts.

c. The ADSOs will assist their commanders and COR's as much as practicable in enforcing safety standards for contracted activities..

### **18-5. Procedures.**

a. CORs will ensure that all contracts entered into by USACIDC units and agencies include clauses outlining contractor safety requirements and responsibilities as prescribed by references 18-3.c. through e.

b. Subordinate unit CORs will develop, in consultation with the CSO or ADSO, performance work statements and contract instructions and conditions outlining contractor safety requirements and responsibilities based on a risk assessment of the work to be performed and unit unique requirements.

c. The CSO will be trained in basic contracting principles and procedures as outlined in reference 18-3.b and assist CORs in monitoring contracts for SOH compliance.

d. CORs will ensure that all accidents, injuries, and illnesses occurring on the project are reported to them IAW contractual procedures.

## **Appendix A - Glossary/Acronyms**

### **Glossary**

**Bloodborne Pathogens (BBP).** Pathogenic microorganisms present in human blood that can cause disease in humans. These pathogens include, but are not limited to, HBV and HIV.

**Contamination.** The presence or reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

**Contaminated Laundry.** Laundry, which has been soiled with blood or other potentially infectious materials or may contain sharps.

**Contaminated Sharps.** Any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.

**Decontamination.** The use of physical or chemical means to remove, inactivate, or destroy BBP on a surface or item to the point where the BBP is no longer capable of transmitting infectious particles, and the surface or item is rendered safe for handling, use, or disposal.

**Engineering Controls.** Controls (e.g. sharps disposal containers, self-sheathing needles) that isolate or remove the BBP hazard from the workplace.

**Exposure Incident.** A specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood, or other potentially infectious materials resulting from the performance of an employee's duties.

**Hand Washing Facilities.** A facility providing an adequate supply of running potable water, soap, and single-use towels or hot-air drying machines.

**Hepatitis B Virus (HBV).** A viral disease causing inflammation of the liver, characterized by jaundice, fever, etc.

**Human Immunodeficiency Virus (HIV).** A virus that steadily weakens the body's immune system until it can no longer fight off infections such as pneumonia, diarrhea, tumors and other illnesses, all of which can be part of Acquired Immuno-Deficiency Syndrome (AIDS).

**Occupational Exposure.** Reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood, or other potentially infectious materials, that may result from the performance of an employee's duties.

**Potentially Infectious Materials.**

(1) Human body fluids including semen, vaginal secretions, cerebrospinal fluid, amniotic fluid, saliva in dental procedures, or any other body fluid that is visibly contaminated with blood, and those body fluids that are difficult to differentiate.

(2) Any unfixed tissue or organ from a human (living or dead).

(3) HIV containing cell or tissue cultures, organ cultures, and HIV or HBV containing culture medium or other solutions.

**Personal Protective Equipment (PPE) or Protective Clothing and Equipment (PCE).**

Specialized clothing or equipment worn by an employee for protection against a biohazard. General work clothes, not intended to function as protection against a biohazard, are not personal protective equipment.

**Regulated Waste.** Liquid or semi-liquid blood, caked or dried blood, or other potentially infectious materials capable of releasing these materials during handling or compression.

**Source Individual.** Any individual, living, or dead, whose blood, or other potentially infectious materials, may be a source of occupational exposure to the employee. Examples include, but are not limited to: trauma victims, clients of drug and alcohol treatment facilities, human remains, and individuals who donate or sell blood or blood components.

**Sterilize.** The use of a physical or chemical procedure to destroy all microbial life, including highly resistant bacterial endospores.

**Universal Precautions.** An infection control approach in which all human blood, and certain body fluids, are treated as if known to be infectious for HIV, HBV, and other BBP.

**Work Practice Controls.** Task performance controls that reduce the likelihood of exposure by altering task performance.

**Acronyms**

AAC	...Accident Avoidance Course
ACOM	...Army Command
ADSO	...Additional Duty Safety Officer/NCO
AGAR	...Abbreviated Ground Accident Report
AMV	...Army Motor Vehicle
AR	...Army Regulation
ARB	...Accident Review Board
ARNG	...Army National Guard
ASCC	...Army Service Component Command

ASO	...Army Safety Office
ATSTP	...Army Traffic Safety Training Program
BBP	...Blood Borne Pathogen
BRC	...Basic Riders Course
CAIG	...Centralized Accident Investigation, Ground
CAPP	...Commander's Accident Prevention Plan
CFR	...Code of Federal Regulations
CG	...Commanding General
CoS	...Chief of Staff
CPAC	...Civilian Personnel Advisory Center
CPO	...Civilian Personnel Office
CRM	...Composite Risk Management
CRC	...Crime Records Center
CSO	...Command Safety Office(r)
DA	...Department of the Army
DAC	...Department of the Army Civilian
DA Pam	...Department of the Army Pamphlet
DARA	...Department of the Army Radiation Authorization
DASAF	...Director of Army Safety
DCSSPT	...Deputy Chief of Staff, Support
DFSC	...Defense Forensics Science Center
DoD	...Department of Defense
DoDD	...Department of Defense Directive
DoDI	...Department of Defense Instruction
DOL	...Department of Labor
DPW	...Department of Public Works
DRU	...Direct Reporting Unit
ECP	...Exposure Control Plan
EER	...Enlisted Evaluation Report
ERC	...Experienced Riders Course
FECA	...Federal Employee Compensation Act
FM	...Field Manual
GSA	...General Services Administration
GOV	...Government Vehicle
HAZCOM	...Hazard Communication
HBV	...Hepatitis B Virus
HC	...Hazard Classification
HIV	...Human Immunodeficiency Virus
IAI	...Installation Accident Investigation
IAW	...In accordance with
ICUC	...Injury Compensation and Unemployment Compensation
ISO	...Installation/Garrison Safety Office
IH	...Industrial Hygiene
IMCOM	...Installation Management Command

MSF	...Motorcycle Safety Foundation
MTF	...Medical Treatment Facility
NAF	...Non-Appropriated Fund
NEW	...Net Explosive Weight
NIOSH	...National Institute of Occupational Safety and Health
NLT	...No Later Than
NRC	...Nuclear Regulatory Commission
NSPS	...National Security Personnel System
OER	...Officer Evaluation Report
OHN	...Occupational Health Nurse
OSHA	...Occupational Safety and Health Administration or Act
OWCP	...Office of Workers Compensation Program
PCE	...Protective Clothing and Equipment
POV	...Privately Owned Vehicle
PPE	...Personal Protective Equipment
QASAS	...Quality Assurance Specialist – Ammunition Surveillance
RA	...Resident Agency
R&A	...Review and Analysis
RAC	...Resident Agent in Charge
RPO	...Radiation Protection Officer
SAC	...Special Agent in Charge
SAV	...Staff Assistance Visit
SDS	...Safety Data Sheet
SOH	...Safety and Occupational Health
SOHAC	...Safety and Occupational Health Advisory Council
TDY	...Temporary Duty
TM	...Technical Manual
TRiPS	...Travel Risk Planning System
TSP	...Training Support Package
HQ DET	...Headquarters Detachment
USAPHC	...United States Army Public Health Command (Provisional)
USACIDC	...United States Army Criminal Investigation Command
USACR/SC	...United States Army Combat Readiness/Safety Center
USAR	...United States Army Reserve
USAEUR	...United States Army Europe
WPC	...Work Practice Controls

**Appendix B – Safety SAV Checklist**

<b>USACIDC COMMAND SAV CHECKLIST</b>
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Proponent: Safety	USACIDC SAV	Page 1 of 8 Pages
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Functional Areas: Health/Welfare/ Morale/Safety	Topic Area: Safety	Revision Date:  30 Jun 11
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Unit Visited/Date:
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**A. Required References:**

[AR 385-10, The Army Safety Program, 23 Aug 07 \(RAR 4 Oct 11\).](#)  
[AR 385-63, Range Safety, 30 Jan 12.](#)  
[DA Pam 385-1, Small Unit Safety Officer/NCO Guide, 10 Nov 08.](#)  
[DA Pam 385-10, Army Safety Program, 23 May 08 \(RAR 19 Jan 10\).](#)  
[DA Pam 385-24, The Army Radiation Safety Program, 24 Aug 07 \(RAR 22 Sep 11\).](#)  
[DA Pam 385-30, Mishap Risk Management, 10 Oct 07 \(RAR 1 Feb 10\).](#)  
[DA Pam 385-40, Army Accident Investigations and Reporting, 6 Mar 09 \(RAR 25 Feb 10\).](#)  
[DA Pam 385-63, Range Safety, 30 Jan 12.](#)  
[DA Pam 385-64, Ammunition and Explosives Safety Standards, 24 May 11.](#)  
[29 CFR 1910.](#)

**B. Discussion:**

1. The safety program is a commander's program. Commanders and supervisors at each level are safety officers and are directly responsible for implementing applicable portions of the overall safety program.
2. The CSO manages the Command Safety Program and is directly responsible to the USACIDC CG.
3. The ADSOs are directly responsible to their commanders. The ADSOs receive technical guidance and oversight from the CSO, who is responsible for the plans, programs, and policies of the overall safety program.
4. Inspections/assessments are conducted by reviewing ADSO files for accuracy and completeness, discussion with safety personnel and the on-site inspection of work areas IAW USACIDC Reg 385-1 and the following checklist.

Functional Area	Y/N/NA	Comments
<p>1. <b><u>Safety Program Management (Ch. 1):</u></b></p> <ul style="list-style-type: none"> <li>a. Is the ADSO directly responsible to the commander?</li> <li>b. Is the ADSO appointed on written orders?</li> <li>c. Is the ADSO of proper grade?</li> <li>d. Does the ADSO have one-year of retainability?</li> <li>e. Did the ADSO attend an ACOM/ASCC or on-line ADSO course within 30 days of appointment?</li> <li>f. Does the command have an SOH program covering the seven core and other applicable safety programs?</li> <li>g. Do commanders provide the staffing and budgetary resources necessary to carry out all aspects of the Safety Program?</li> <li>h. If resources are inadequate, do commanders designate priorities and acknowledge work that may not be accomplished?</li> </ul> <p>2. <b><u>Workplace Safety (Ch. 2):</u></b></p> <p><b>Workplaces</b></p> <ul style="list-style-type: none"> <li>a. Are all workplaces inspected annually and reports kept on file?</li> <li>b. Are abatement plans developed and correction procedures established for RAC 1 or 2 hazards?</li> <li>c. Are copies of abatement plans properly posted?</li> <li>d. Are personnel protected from reprisal for exercising lawful OSHA rights?</li> <li>e. Are investigations of allegations of reprisal conducted?</li> </ul> <p><b>FECA</b></p> <ul style="list-style-type: none"> <li>a. Are light or restricted duty assignments identified?</li> <li>b. Do personnel attend training sessions on FECA and OWCP?</li> </ul>		

Functional Area	Y/N/NA	Comments
<p><b>Ergonomics</b></p> <ul style="list-style-type: none"> <li>a. Are employees provided ergonomic information and training?</li> <li>b. Does the unit have a Telework/Telecommute policy?</li> <li>c. Does the unit promote the ergonomics program?</li> <li>d. Does the unit use CAPTEC to acquire workstation equipment?</li> </ul> <p><b>JHA</b></p> <ul style="list-style-type: none"> <li>a. Are JHA (or CRM) prepared for required hazardous tasks?</li> <li>b. Does the unit maintain a master file of JHA/CRM?</li> </ul> <p>3. <u><b>Accident Investigation, Reporting and Recording (Ch. 3):</b></u></p> <ul style="list-style-type: none"> <li>a. Does the unit have a written accident notification system?</li> <li>b. Are supervisors trained in completing accident forms?</li> <li>c. Are accidents analyzed and corrective actions identified?</li> <li>d. Are accidents promptly investigated?</li> <li>e. Is accident investigation data on file?</li> <li>f. Are all Military on-duty/off-duty and civilian on-duty accidents reported immediately?</li> <li>g. Are accident reports properly completed and submitted on time?</li> <li>h. Are Accident Review Boards conducted for GOV accidents?</li> <li>i. Is accident data submitted to the CSO quarterly?</li> <li>j. Does the unit use LRAS to record accidents?</li> <li>k. Does the unit use SaFER to record civilian accidents?</li> </ul> <p>4. <u><b>Transportation Safety (Ch. 4):</b></u></p> <ul style="list-style-type: none"> <li>a. Does the unit have a driver selection, training and testing program?</li> </ul>		

Functional Area	Y/N/NA	Comments
<p>b. Are ATSTP procedures established with the supporting ISO?</p> <p>c. Is CRM used for all driving missions?</p> <p>d. Have all GOV/AMV drivers passed the AAC w/in the last 4 years?</p> <p>e. Does the commander have a Motorcycle Safety program?</p> <p>f. Do personnel and supervisors know how and when to use TRiPS?</p> <p>g. Has the command identified all drivers under the age of 26?</p> <p>h. Does the unit enforce no-smoking and hands-free cell phone policies?</p> <p>5. <u><b>Family/Off-duty Safety (Ch. 5):</b></u></p> <p>a. Does the command support host installation programs?</p> <p>b. Do commanders personally conduct holiday safety briefings?</p> <p>c. Are safety briefings included on unit training calendars?</p> <p>d. Do employees know about and check the CID Safety website?</p> <p>6. <u><b>Composite Risk Management (Ch. 6):</b></u></p> <p>a. Does the unit conduct CRM for all required missions?</p> <p>b. Is the appropriate level of authority making risk decisions?</p> <p>c. Have all personnel taken the appropriate CRM on-line training?</p> <p>d. Are operating procedures classified appropriately?</p> <p>e. Are repetitive operation SOPs developed integrating CRM?</p> <p>7. <u><b>Blood Borne Pathogens Exposure Control Plan (Ch. 7):</b></u></p> <p>a. Are potentially occupationally exposed personnel identified?</p> <p>b. Does the unit have a local BBP ECP?</p>		

Functional Area	Y/N/NA Comments
<p>c. Is all required training conducted and recorded?</p> <p>d. Are identified personnel enrolled in a medical surveillance program?</p> <p>e. Is the HBV vaccination offered to all identified personnel?</p> <p>f. Is all contaminated/potentially contaminated material labeled?</p> <p>g. Are procedures established for proper filing of medical records?</p> <p>h. Are medical and training records transferred to gaining units?</p> <p>8. <b><u>Radiation Safety (Ch. 8):</u></b></p> <p>a. Is there an accurate inventory of ionizing/non-ionizing commodities?</p> <p>b. Are radioactive material incidents reported and investigated?</p> <p>c. Does the unit have a Radiation Protection Plan?</p> <p>d. Is all required training being conducted?</p> <p>-----For DFSC Only-----</p> <p>e. Does DFSC have a Radiation Protection Program?</p> <p>f. Are licenses, authorizations, permit applications accurate and complete?</p> <p>g. Are personnel trained and qualified to safely perform assigned duties?</p> <p>h. Are radiation producing materials and equipment properly licensed?</p> <p>9. <b><u>Range and Weapon Safety (Ch. 9):</u></b></p> <p>a. Does the unit have an OIC/RSO certification program?</p> <p>b. Are certified OIC/RSO designated to run ranges?</p> <p>c. Does the unit maintain a file of published range information?</p> <p>d. Do personnel follow all requirements of CID Reg 195-1 for carrying individual weapons?</p>	

Functional Area	Y/N/NA	Comments
<p>10. <b><u>Explosives Safety (Ch. 10):</u></b></p> <ul style="list-style-type: none"> <li>a. Does the unit store operationally necessary ammunition in an arms room or Class 5 security container?</li> <li>b. Has a risk assessment been completed and provided to the ISO?</li> <li>c. Is only authorized ammunition stored in it?</li> <li>d. Are appropriate fire and chemical symbols posted if required?</li> <li>e. Is private ammunition being stored, and has the commander approved that in writing?</li> <li>f. Does the host ISO conduct annual explosive safety compliance inspections and are reports kept on file?</li> </ul> <p>11. <b><u>Motor Pools (Ch. 11):</u></b></p> <ul style="list-style-type: none"> <li>a. Does the unit have a Motor Pool?</li> <li>b. Are annual inspections conducted by the ISO?</li> <li>c. Does the unit have a motor pool SOP?</li> <li>d. Is there an inventory of hazardous materials and their associated MSDS in the Motor Pool?</li> <li>e. Do all mechanics have their appropriate PPE and is it properly maintained, used and replaced?</li> <li>f. Are installation environmental policies followed for hazardous waste storage, use and disposal?</li> </ul> <p>12. <b><u>Hazard Communication (Ch. 12):</u></b></p> <ul style="list-style-type: none"> <li>a. Are written HAZCOM instructions and MSDS maintained in an area accessible to all affected employees at all times?</li> <li>b. Is HAZCOM training conducted and documentation kept on file for 30 years?</li> </ul>		

Functional Area	Y/N/NA	Comments
<p>c. Does close coordination exist between Safety, Preventive Medicine and Environmental personnel concerning HAZCOM?</p> <p>d. Are adequate resources provided to implement HAZCOM?</p> <p>e. Are all JHA, risk assessments, and SOPs reviewed for handling HAZMAT?</p> <p>13. <u><a href="#">USACIDC SOH Advisory Council (Ch. 13):</a></u></p> <p>a. Does the unit conduct their own SOHAC?</p> <p>b. Does the unit provide safety issues for discussion at the HQ, USACIDC SOHAC?</p> <p>c. Does the unit participate in the installation SOHAC?</p> <p>14. <u><a href="#">Safety Awards (Ch. 14):</a></u></p> <p>a. Does the unit have a safety awards program?</p> <p>b. Does the command budget contain funds for the awards?</p> <p>c. Does the unit use promotional items for awards and if so, are they properly secured?</p> <p>15. <u><a href="#">Safety Program Evaluation &amp; Inspections (Ch. 15):</a></u></p> <p>a. Does the unit provide necessary resources to meet safety program requirements?</p> <p>b. Are deficiencies and weak areas promptly corrected?</p> <p>c. Does the unit conduct assistance visits to subordinate units?</p> <p>16. <u><a href="#">Safety Training Requirements (Ch 16):</a></u></p> <p>a. Have all leadership personnel taken the appropriate on-line safety course?</p> <p>b. Has the ADSO completed an ADSO course?</p>		

Functional Area	Y/N/NA	Comments
<p>c. Have all employees completed the on-line Employee Safety Course?</p> <p>17. <b><u>Emergency Planning and Response (Ch 17):</u></b></p> <p>    a. Does the unit have an Emergency Response Plan?</p> <p>    b. Are hazards affecting loss of life or property addressed via CRM mitigation measures?</p> <p>18. <b><u>Contractor Safety (Ch 18):</u></b></p> <p>    a. Do contracts include all necessary safety clauses?</p> <p>    b. Are contractor accidents and illnesses reported to CORs?</p>		

## **Appendix C – URL Links**

### **Army regulations**

AR 40-5 Preventive Medicine, 25 May 07

[http://www.apd.army.mil/pdffiles/r40\\_5.pdf](http://www.apd.army.mil/pdffiles/r40_5.pdf)

AR 190-5, Motor Vehicle Traffic Supervision, 22 May 06

[http://www.apd.army.mil/pdffiles/r190\\_5.pdf](http://www.apd.army.mil/pdffiles/r190_5.pdf)

AR 190-11, Physical Security of Arms, Ammunition and Explosives, 15 Nov 06 (RAR 28 Jun 11)

[http://www.apd.army.mil/series\\_range\\_pubs.asp?range=190](http://www.apd.army.mil/series_range_pubs.asp?range=190) (needs AKO login)

AR 385-10, The Army Safety Program, 23 Aug 07 (RAR 4 Oct 11)

[http://www.apd.army.mil/pdffiles/r385\\_10.pdf](http://www.apd.army.mil/pdffiles/r385_10.pdf)

AR 385-63, Range Safety, 30 Jan 12

[http://www.apd.army.mil/pdffiles/r385\\_63.pdf](http://www.apd.army.mil/pdffiles/r385_63.pdf)

AR 420-1, Army Facilities Management, 12 Feb 08 (RAR 24 Aug 12)

[http://www.apd.army.mil/pdffiles/r420\\_1.pdf](http://www.apd.army.mil/pdffiles/r420_1.pdf)

AR 600-8-10, Leaves and Passes, 15 Feb 06 (RAR 4 Aug 11)

[http://www.apd.army.mil/pdffiles/r600\\_8\\_10.pdf](http://www.apd.army.mil/pdffiles/r600_8_10.pdf)

AR 600-8-22, Military Awards, 11 Dec 06

[http://www.apd.army.mil/pdffiles/r600\\_8\\_22.pdf](http://www.apd.army.mil/pdffiles/r600_8_22.pdf)

AR 600-55, The Army Driver and Operator Standardization Program, 18 Jun 07

[http://www.apd.army.mil/pdffiles/r600\\_55.pdf](http://www.apd.army.mil/pdffiles/r600_55.pdf)

AR 672-20, Incentive Awards, 29 Jan 99

[http://www.apd.army.mil/pdffiles/r672\\_20.pdf](http://www.apd.army.mil/pdffiles/r672_20.pdf)

AR 750-1, Army Materiel Maintenance Policy, 10 Apr 07

[http://www.apd.army.mil/pdffiles/r750\\_1.pdf](http://www.apd.army.mil/pdffiles/r750_1.pdf)

AR 750-6, Army Equipment Safety and Maintenance Notification System, 3 Feb 09 (RAR 21 Dec 10)

[http://www.apd.army.mil/pdffiles/r750\\_6.pdf](http://www.apd.army.mil/pdffiles/r750_6.pdf)

### **DA Pamphlets**

DA Pam 385-1, Small Unit Safety Officer/NCO Guide, 10 Nov 08

[http://www.apd.army.mil/pdffiles/p385\\_1.pdf](http://www.apd.army.mil/pdffiles/p385_1.pdf)

DA Pam 385-10, Army Safety Program, 23 May 08 (RAR 19 Jan 10)

[http://www.apd.army.mil/pdffiles/p385\\_10.pdf](http://www.apd.army.mil/pdffiles/p385_10.pdf)

DA Pam 385-16, System Safety Guide, 13 Nov 08

[http://www.apd.army.mil/pdffiles/p385\\_16.pdf](http://www.apd.army.mil/pdffiles/p385_16.pdf)

DA Pam 385-24, The Army Radiation Safety Program, 24 Aug 07 (RAR 22 Sep 11)

[http://www.apd.army.mil/pdffiles/p385\\_24.pdf](http://www.apd.army.mil/pdffiles/p385_24.pdf)

DA Pam 385-30 Mishap Risk Management, 10 Oct 07 (RAR 1 Feb 10)

[http://www.apd.army.mil/pdffiles/p385\\_30.pdf](http://www.apd.army.mil/pdffiles/p385_30.pdf)

DA Pam 385-40, Army Accident Investigations and Reporting, 6 Mar 09 (RAR 25 Feb 10)

[http://www.apd.army.mil/pdffiles/p385\\_40.pdf](http://www.apd.army.mil/pdffiles/p385_40.pdf)

DA Pam 385-63, Range Safety, 30 Jan 12

[http://www.apd.army.mil/pdffiles/p385\\_63.pdf](http://www.apd.army.mil/pdffiles/p385_63.pdf)

DA Pam 385-64, Ammunition and Explosives Safety Standards, 24 May 11

[http://www.apd.army.mil/pdffiles/p385\\_64.pdf](http://www.apd.army.mil/pdffiles/p385_64.pdf)

DA Pam 750-1, Commander's Maintenance Handbook, 2 Feb 07

[http://www.apd.army.mil/pdffiles/p750\\_1.pdf](http://www.apd.army.mil/pdffiles/p750_1.pdf)

DA Pam 750-8, The Army Maintenance Management System (TAMMS) User Manual,  
22 Aug 05

[http://www.apd.army.mil/pdffiles/p750\\_8.pdf](http://www.apd.army.mil/pdffiles/p750_8.pdf)

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### **CID Regulations**

CID Reg 1-201, Organizational Inspection Program, 24 Jan 07

(requires AKO Login and access to CID Restricted Intranet)

CID Reg 195-1, Criminal Investigation Operational Procedures, 22 Mar 10

(requires AKO Login and access to CID Restricted Intranet)

### **Army Technical Manual**

Applicable equipment Technical Manuals  
<http://www.army.mil/usapa/tech/index.html>

### **Department of Defense Instructions**

DoDI 6050.05, DoD Hazard Communication (HAZCOM) Program, 15 Aug 06  
<http://www.dtic.mil/whs/directives/corres/pdf/605005p.pdf>

DoDI 6055.1, DoD Safety and Occupational Health (SOH) Program, 19 Aug 98  
<http://www.dtic.mil/whs/directives/corres/pdf/605501p.pdf>

DoDI 6055.04, DoD Traffic Safety Program, 23 Jan 13  
<http://www.dtic.mil/whs/directives/corres/pdf/605504p.pdf>

DoDI 6055.07, Mishap Notification Investigation, Reporting and Record Keeping, 6 Jun 11  
<http://www.dtic.mil/whs/directives/corres/pdf/605507p.pdf>

DoDI 6055.08, Occupational Radiation Protection Program, 15 Dec 09  
<http://www.dtic.mil/whs/directives/corres/pdf/605508p.pdf>

### **Department of Defense Directives**

DoD Directive 6055.9E, Explosives Safety management and the DoD Explosives Safety Board, 19 Aug 05  
<http://www.dtic.mil/whs/directives/corres/pdf/605509p.pdf>

DoD Directive 6200.04 Force Health Protection, 9 Oct 04  
<http://www.dtic.mil/whs/directives/corres/pdf/620004p.pdf>

DoD Directive 6205.02E, Policy and Program for Immunizations to Protect the Health of Service Members and Military Beneficiaries, 19 Sep 06  
<http://www.dtic.mil/whs/directives/corres/pdf/620502p.pdf>

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DoD Directive 6490.02E, Comprehensive Health Surveillance, 8 Feb 12  
<http://www.dtic.mil/whs/directives/corres/pdf/649002Ep.pdf>

### **Department of Defense Publication**

DoD 6055.9-STD, DoD Ammunition and Explosives Safety Standards, 4 Aug 10  
<http://www.dtic.mil/whs/directives/corres/html/605509m.html>

### **Code of Federal Regulations**

29 CFR 1904, Recording and Reporting Occupational Injuries and Illnesses

<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=336fa531b203c31572bba678d0d9ca9c&rgn=div5&view=text&node=29:5.1.1.1.4&idno=29>

29 CFR 1910.132, Personal Protective Equipment

<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=90eb215ebfbf3cf99c5b97cd8534c5a8&rgn=div8&view=text&node=29:5.1.1.1.8.9.34.1&idno=29>

29 CFR 1910.1030 – Blood Borne Pathogens

<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=336fa531b203c31572bba678d0d9ca9c&rgn=div8&view=text&node=29:6.1.1.1.1.1.1.26&idno=29>

29 CFR 1910.1200, Hazard Communication

<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=336fa531b203c31572bba678d0d9ca9c&rgn=div8&view=text&node=29:6.1.1.1.1.1.1.36&idno=29>

29 CFR 1960, Program Elements for Federal Employees

<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=90eb215ebfbf3cf99c5b97cd8534c5a8&rgn=div5&view=text&node=29:9.1.1.1.9&idno=29>

49 CFR 571, Federal Motor Vehicle Safety Standards

[http://www.access.gpo.gov/nara/cfr/waisidx\\_06/49cfr571\\_06.html](http://www.access.gpo.gov/nara/cfr/waisidx_06/49cfr571_06.html)

### **Other Documents**

Blood Borne Pathogens – FAQ

<http://phc.amedd.army.mil/PHC%20Resource%20Library/BloodbornePathogenExposureResponsefinal.pdf>

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Defense Federal Acquisition Regulation Supplement, 1998

<http://www.acq.osd.mil/dpap/dars/dfarspgi/current/index.html>

Engineer Federal Acquisition Regulation Supplement

<http://www.usace.army.mil/Portals/2/docs/EFARS.pdf>

Federal Acquisition Regulation, March 2005.

<http://www.acquisition.gov/far/current/pdf/FAR.pdf>

CID Regulation 385-1 (30 Jun 11)

OSHA 3071, Job Hazard Analysis (rev), 2002

<http://www.osha.gov/Publications/osha3071.html>

OWCP CA Pam 810, Injury Compensation for Federal Employees, Jan 99

<http://www.dol.gov/owcp/dfec/regs/compliance/agencyhb.pdf>

Public Law 106-430, Needlestick Safety and Prevention Act, 6 Nov 00

[http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=106\\_cong\\_public\\_laws&docid=f:publ430.106](http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=106_cong_public_laws&docid=f:publ430.106)

Standard Army Safety and Occupational Health Inspection Checklist

<http://www.cid.army.mil/documents/Safety/Safety%20References/SASOHI%20CHECKLIST.pdf>

Title 49, USC 301, Motor Vehicle Safety

<http://www.nhtsa.dot.gov/cars/rules/standards/chapt301.html>

USAPHC TG 190, Guide to BBP, Apr 04

<http://phc.amedd.army.mil/PHC%20Resource%20Library/Tg190.pdf>

USACIDC Safety Inspection Checklist for Unit Arms Rooms

<http://www.cid.army.mil/safety.html>

## **DA Forms**

DA Form 285-AB, US Army Abbreviated Ground Accident Report

[http://www.apd.army.mil/pub/eforms/pureedge/a285\\_ab.xfdl](http://www.apd.army.mil/pub/eforms/pureedge/a285_ab.xfdl)

DA Form 285, US Army Accident Report

<http://www.apd.army.mil/pub/eforms/pureedge/a285.xfdl>

DA Form 285-O, US Army Accident Report Statement of Reviewing Officials

[http://www.apd.army.mil/pub/eforms/pureedge/a285\\_o.xfdl](http://www.apd.army.mil/pub/eforms/pureedge/a285_o.xfdl)

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DA Form 3337, Application for Army Radiation Authorization

<http://www.apd.army.mil/pub/eforms/pureedge/a3337.xfdl>

DA Form 4755 Employee Report of Alleged Unsafe or Unhealthful Working Conditions

<http://www.apd.army.mil/pub/eforms/pureedge/a4755.xfdl>

DA Form 7306, Worksheet for Telephonic Notification of Ground Accident

<http://www.apd.army.mil/pub/eforms/pureedge/a7306.xfdl>

DA Form 7566, CRM Worksheet

<http://www.apd.army.mil/pub/eforms/pureedge/a7566.xfdl>

DA Form 7632, Certificate of Risk Acceptance

<http://www.apd.army.mil/pub/eforms/pureedge/a7632.xfdl>

### **Other Forms**

DOL Form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation

<http://www.dol.gov/owcp/regs/compliance/ca-1.pdf>

DOL Form CA-2, Notice of Occupational Disease and Claim for Compensation

<http://www.dol.gov/owcp/regs/compliance/ca-2.pdf>

DOL Form CA-17, Duty Status Report

<http://www.dol.gov/owcp/regs/compliance/ca-17.pdf>

DOL Form CA-20 Attending Physician's Report

<http://www.dol.gov/owcp/regs/compliance/ca-20.pdf>

Form OWCP-1500, Health Insurance Claim Form

<http://www.dol.gov/owcp/dfec/regs/compliance/OWCP-1500.pdf>

### **Website Links**

Americans with Disabilities Act (ADA)

<http://www.usdoj.gov/crt/ada>

DoD Computer/Electronic Accommodations Program (CAP)

[http://www.tricare.mil/cap/acc\\_sol/CAPTEC.cfm](http://www.tricare.mil/cap/acc_sol/CAPTEC.cfm)

FECA Management OWCP

<http://www.dol.gov/owcp/dfec/index.htm>

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ReportIt Accident Reporting System

<https://reportit.safety.army.mil/>

MILVAX website (HBV Vaccination)

<http://www.vaccines.mil/default.aspx?cnt=disease/minidv&dID=28>

<http://www.vaccines.mil/documents/1033MIP-HepatitisB.pdf>

On-line ADSO Course

CID Regulation 385-1 (30 Jun 11)

<https://safety.army.mil/training/DISTANCELEARNINGONLINETRAINING/tabid/1210/Default.aspx> or <https://www.atrrs.army.mil/>

Telework/Telecommute Federal Policy

<http://www.telework.gov>

Travel Risk Planning System (TRiPS)

<https://safety.army.mil/Default.aspx> (AKO/CAC log in required)

United States Access Board (ABA) Accessibility Guidelines for Buildings and Facilities (ADAAG)

<http://www.usdoj.gov/crt/ada/stdspdf.htm>

USAPHC Website

<http://phc.amedd.army.mil/Pages/default.aspx>

USACIDC Safety Website

<http://www.cid.army.mil/safety.html>

US Army Combat Readiness/Safety Center

<https://safety.army.mil>

USACR/SC on-line training web site

<https://safety.army.mil/Portals/training/DISTANCELEARNINGONLINETRAINING/tabid/1210/Default.aspx>

US Army Publications Website

<http://www.apd.army.mil/>